



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 037**

**Date: July 30, 2014**

**TO: ALL MISSION PERSONNEL**

**FROM: GARY BAGLEY– HUMAN RESOURCES OFFICER**

**SUBJECT: CULTURAL AFFAIRS ASSISTANT**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** **CULTURAL AFFAIRS ASSISTANT**

**OPEN TO:** **ALL INTERESTED CANDIDATES**

**GRADE LEVEL:** **FSN-07, FP-07\* (Full Performance Level)**

**WORK HOURS:** **Full Time, 40 hours per week**

**POSITION TYPE:** **Permanent**

**OFFICE LOCATION:** **Public Affairs Section**

**OPENING DATE:** **Immediate**

**DEADLINE:** **August 13, 2014 at 6 P.M. Kyiv Time**

*\*FP –07 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

**ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

## **BASIC FUNCTION OF POSITION:**

Under the supervision of the Assistant Cultural Affairs Officer (ACAO) and the Senior FSN for Exchanges, the incumbent provides support to the U.S. Speakers Program, maintains Cultural Affairs Section data bases, and supports program administration as well as consular aspects of educational exchange programs.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- |  |            |
|--|------------|
| <b>U.S. Speakers Program</b>   | <b>30%</b> |
| Provides direct support to U.S. Speaker specialist initiatives which includes coordinating and managing all speaker logistics and grant work as well developing specific speaker programs as needed such as for the U.S. Ambassador's Forum series. Liaises with partner organization leaders as well as university administrators and cultural center directors to organize events. Identifies and arranges venues for U.S. Speakers. |            |
| <b>Educational Exchange Administration</b>   | <b>20%</b> |
| Manages the Ben Franklin exchange program. Serves as the primary backup to the Senior FSN for Exchanges and higher education, providing support for Humphrey, UGrad, and Fulbright programs as needed.   |            |
| <b>Database Management &amp; Procurement</b>   | <b>15%</b> |
| Maintains the Cultural Affairs Team's contribution for the Contacts Database. Submits Arriba entries and oversees procurement for the educational and professional exchanges program on the Cultural Affairs team. Manages guest lists for the section's cultural events.  |            |
| <b>Visas and Consular Support</b>  | <b>15%</b> |
| Liaises with the Consular Section and handles all aspects of visa support for participants in USG exchange programs, including generation and processing of necessary diplomatic notes, letters and forms. Coordinates registration procedures with partner organization's legal counsel as required.  |            |
| <b>Calendar Management and Partner Organization Coordination</b>   | <b>10%</b> |
| Manages the PAS shared calendar and liaises with partner organizations such as American Councils, IREX, Fulbright, and others to make sure that their events are included. Supports and guides their registration and accreditation process as technical assistance providers under Ukrainian law.   |            |
| <b>Other Duties &amp; Programs as Assigned</b>   | <b>10%</b> |
| Assists with other PAS programs as necessary, including outreach for Embassy staff and other targets of opportunity. Provides interpretation and translation support as needed.  |            |

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION:**

A college degree in relevant field is required.

### **WORK EXPERIENCE:**

Minimum of two years basic administrative experience in a professional office environment is required.

### **LANGUAGE:**

Level IV (fluent) in English, Ukrainian and Russian is required.

### **KNOWLEDGE:**

Incumbent must have good working knowledge of Ukrainian educational system and basic knowledge of U.S. educational system. Incumbent must have working knowledge of Embassy policies and procedures and Mission priorities. Must be able to use standard computer packages, including Microsoft Word and Excel. Must be able to develop/maintain data bases. Must have working knowledge of Internet searches.

### **SKILLS AND ABILITIES:**

Ability to draft correspondence, maintain organized files and work with word processing and database systems. Ability to work well with a wide variety of American and Ukrainian contacts.

## **APPLICATION AND SELECTION PROCESS:**

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **August 13, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).

### **Note:**

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

### ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: CHallock - PAS (by e-mail)